

MINUTES  
WASHINGTON STATE JAIL INDUSTRIES BOARD MEETING  
April 5, 2002  
10:00 AM – 2:00 PM  
Clark County Jail Work Center  
5197 Lower River Road  
Vancouver, Washington

**Members Present:** Marvin Wolff, Ed Crawford, Jane Johnson, Kenneth Kunes, Garry Lucas, Debra Latimer, Bill Lehning, Andre Loh, Runette Mitchell, Bruce Thompson, Howard Yarbrough, Dennis Graham (staff), Sandie Mäki (staff), Jill Will (staff)

**Guests Present:** Mike Anderson, Facility Commander of the Clark County Jail Work Center

Mike Anderson welcomed the Board to the Clark County Jail Work Center and acknowledged the work of Sergeant Mike Harris and Officer Mickey Blair and inmates Grindle and Smith who prepared the meeting area for the Board.

**A. Quorum Check**

Chair Marvin Wolff determined a quorum was present and called the meeting to order at 10:15 a.m.

**B. Approval of the Minutes, February 8, 2002 Meeting**

Motion to approve the minutes as written, seconded and approved by unanimous voice vote.

**C. Executive Director's Report**

Executive Director, Jill Will, presented an overview of Final Performance Measures of the Apprenticeship Information Pilot Project. Ms. Will called attention to the detail of the sections and stated a narrative will be prepared as a follow-up to the data.

The information for driver's license recovery programs for Pierce County, King County, and Seattle have been brought together into a packet for distribution upon request. There is interest in the Apprenticeship Program in Clark County in particular from the Carpenter's Union and a non-profit in King County has an interest as part of a GED program. Cowlitz County also has a possibility requiring apprenticeship programs.

The Washington Association of Counties and Washington Association of County Officials have no time available on the general session agenda. However, there is space at the vendors' fair to present. This will give the Jail Industries Board (JIB) an opportunity for more visibility and interaction.

The data for the 2001 Annual Report has been obtained and entered ahead of last year's schedule. We are awaiting data from only three facilities. The reporting efficiency is due in part to the revised data forms and the persistent telephone calls.

When completed, the reports will be distributed to the general lists as well as individual reports of area facilities to the appropriate Legislators.

Motion to accept Executive Directors Report, seconded and approved by unanimous voice vote.

**ACTION ITEM:** Jill Will to prepare narrative as a follow-up to the data for the Final Performance Measures of the Apprenticeship Information Pilot Project.

## OLD BUSINESS

### **D. Clark County Update**

Undersheriff Jane Johnson expressed gratitude for Dennis Graham's dedication to the task and said he has made major headway. Mr. Graham and Mr. Anderson are a great team.

Mr. Graham reported that marketing progress has been good although efforts are still in the information-sharing phase. To date, a computer recycling company and manufacturing packaging firm have shown the most interest in offender labor. Mr. Graham has also spent time developing possible partnerships with rehabilitation/sheltered workshops. Mr. Graham also spends time dispelling misconceptions regarding offender labor. The public's understanding as to how, where, and by whom the work is performed is a priority, together with building community support and partnerships. Part of the marketing strategy is helping the community and businesses realize offender labor is not taking someone's job, but enhancing the community. The Board discussed the possibilities of businesses expanding by sending piecework to the Jail Work Center.

Correctional Industries (CI) has businesses they are not able to keep up with, one is the printing business. They have purchased new printing equipment and still possess the old equipment. Howard Yarbrough offered the old equipment to the Clark County Jail Work Center. The printing equipment will be easy to set up, it will not take long for offenders to be trained, and the equipment does not use much space. CI also has embroidery machine(s). There is a lot of opportunity with the embroidery operation. Mr. Yarbrough will look into what it would take to get embroidery machines set up in Clark County Jail Work Center.

Mr. Yarbrough also referred to asbestos abatement operations as a viable potential jail industry. These programs have excellent post-release placement potential for trained offenders. Last year 10 of 14 workers found jobs in the abatement field upon release.

**ACTION ITEM:** Dennis Graham to contact Bill Weis, Director of Corrections of Cowlitz County to inform him of Clark County Jail marketing efforts.

**ACTION ITEM:** Dennis Graham to accompany Jill Will for meetings regarding potential apprenticeship recruitment efforts in Clark and Cowlitz Counties.

**ACTION ITEM:** Dennis Graham and Howard Yarbrough will put into action the process for getting printing equipment from CI to the Clark County Jail Work Center.

**ACTION ITEM:** Howard Yarbrough and Dennis Graham will provide information regarding embroidery machines for Clark County Jail Work Center.

**ACTION ITEM:** Dennis Graham to check into Clark County Jail Work Center asbestos abatement operations.

**ACTION ITEM:** Jill Will contact Ray Coleman of SCKAC regarding options for working with the sheltered workshop community.

## NEW BUSINESS

### E. Budget Update

Andre Loh's contact with Ms. Nishi, Assistant Director, Office of Trade and Economic Development (OTED) facilitated setting the meeting. Ms. Choe, Ms. Nishi, Chair Wolff, Ms. Wilson, and Ms. Will met to discuss funding options. Ms. Choe is open to the possibility of housing the JIB appropriation at OTED; however, this cannot be done just as a courtesy. JIB needs to make a business case for moving Board funding to OTED with focus on how a partnership with the Board would strengthen and reinforce OTED's ability to accomplish its mission.

Chair Wolff, Mr. Thompson, Mr. Yarbrough, and Ms. Will met with Cindi Yates, Deputy Secretary, Office of Administrative Services of the Department of Corrections (DOC) to discuss funding options. Correction Industries' (CI) funding is at risk, but JIB is protected for the current biennium.

Ms. Yates suggested moving the JIB budget to the 600 Payments to Other Agencies funding area of the DOC budget, which is more protected from change. She noted it would be easier to transfer funds intra-agency than between agencies.

Motion to have JIB budget stay within DOC, and moved into to the 600 funding section of their DOC's budget, seconded and approved by unanimous voice vote.

Chair Wolff expressed the gratitude of the Board to Mr. Loh for facilitating the meeting with Director Choe and to Ms. Wilson for assisting by getting informational materials to Director Choe.

**ACTION ITEM:** Marvin Wolff and Jill Will make contact with DOC with regard to moving JIB budget to the 600 funding at DOC.

### F. Board Committee Assignments

The Chair reviewed the available committees that will support the Board's work. He requested members to consider the areas where they can help if they have not already responded to Ms. Will's request. Ms. Will was asked to contact the remaining Board members to discover their preferences of committee service. Chair Wolff will appoint members and ask the members to choose their own chairs.

**ACTION ITEM:** Jill Will to poll remaining Board Members regarding committee preference and send a copy of final results to Marvin Wolff so he may appoint committee members.

## NEW BUSINESS

### **G. Marketing Brochure**

The Board Members were asked to consider the three sample marketing brochures on the table. The brochures will be edited to fit the suggestions of the Board. These brochures will be sent with press releases and be made available at every opportunity. Members marked up the samples presented and returned them to Ms. Will.

**ACTION ITEM:** Chair Wolff appoint marketing Committee and have the Committee finalize the text and layout of the brochure.

### **H. PIECP Committee Membership**

The Review Standing Committee which was appointed February, 2000 per the requirements of Title 288 WAC is outdated due to changes in the Executive Committee and on the Board. According to the WAC, the Chair will appoint new members to the Committee, which will review all applications for participation in the Prison Industries Enhancement Certification Program. It will forward a recommendation to the full Board with an executive summary of the information provided. The Chair asked the Board Members to volunteer for appointment to the Committee.

The new PIECP Committee members are:

Runette Mitchell	Board Executive Committee
Kenneth Kunes	At-Large
Bruce Thompson	Business
Debra Latimer	Jail Staff
APPOINTMENT NEEDED	Labor
Howard Yarbrough	Technical Consultant
Jill Will	Ex-Oficio

The Committee will be notified of future actions needed.

### **I. Interim Work Session**

Howard Yarbrough reported that during the last legislative session Representative O'Brien held a hearing on HB 2163 regarding inmate labor. Labor union testimony stated that CI was sending work crews out into the community and taking jobs away from private contractors and private citizens. HB 2163 did not come out of committee, however, Representative O'Brien has decided to hold a summer work session addressing inmate labor. Mr. Yarbrough offered to recommend that Chair Wolff and Ms. Will be included in the work session this summer. The issue of outside inmate labor is emotionally charged, in part, due to misconceptions about inmate labor and the high unemployment rate. Mr. Yarbrough also suggested Chair

Wolff and Ms. Will join him in a meeting with Representative O'Brien to discover the Representative's concerns and address them.

#### **J. Other Business**

Ed Crawford suggested forming an arbitration board for the purpose of resolving disputes like those described in legislative testimony. Such a board could eliminate the natural build up of tension about inmate labor that is generated through lack of communication and misunderstanding, Ms. Will stated it is the responsibility of the Board to put together an arbitration board. An informal process was set-up five or six years ago; however, a more formal process is needed to meet WAC requirements. Members discussed setting up a committee to review this issue further.

Volunteers selected by the Chair for the Arbitration Committee:

Ed Crawford	Runette Mitchell
Kenneth Kunes	Marvin Wolff
Bill Lehning	Jill Will
Debra Latimer	

The committee will include a Labor member of the Board and be in place prior to the meeting with Representative O'Brien.

During the lengthy discussion regarding union concerns and offender labor, Chair Wolff explained that a building rehabilitation project in Whatcom County that had no funding was accomplished because the county negotiated with union members to supervise inmate crews. The Chair will obtain the information regarding this rehabilitation project.

Motion that Marvin Wolff, Kenneth Kunes, and Jill Will meet with Representative O'Brien prior to the interim work session was seconded and approved by unanimous voice vote.

Motion that Marvin Wolff, Kenneth Kunes, and Jill Will attend the interim session called by Representative O'Brien was seconded and approved by unanimous voice vote.

**ACTION ITEM:** Contact Labor member of the Board and offer a place on the Arbitration Committee.

**ACTION ITEM:** Marvin Wolff, Kenneth Kunes, and Jill Will to meet with Representative O'Brien prior to interim work session.

**ACTION ITEM:** Howard Yarbrough will request that Marvin Wolff, Kenneth Kunes, and Jill Will be included in the interim work session called by Representative O'Brien.

**ACTION ITEM:** Invite Randy Loomans to attend the interim session. If other attendees are required, names suggested are Bill Weiss and Jim Harms.

**ACTION ITEM:** Marvin Wolff will obtain information on the Whatcom County building rehabilitation project which used union supervisors and offender labor.

Ms. Will brought to the attention of the Board that Department of Corrections Correctional Industries Class 1 programs receive a 10% bid preference on State contracts. This refers to State procurement only and applies only to Department of Correction. The program may be useful for the cities and counties and the bid preference could extend to Prison Industries Enhancement Certification participants in city or county jails. Extending the bid preference would require the Board to pursue legislative change to include jail industries in the bid preference.

Motion to appoint a committee to research the issue of bid preference and report back to the Board was seconded, and approved by unanimous voice vote.

The Board asked the Chair to appoint the Chair of the Committee. Sheriff Lucas will chair the Committee and select Committee members.

**ACTION ITEM:** Sheriff Lucas to select Committee members to study the bid preference issue. The Committee will report back to the Board.

### **Adjournment**

Hearing no other business, Marvin Wolff called for a motion to adjourn. Motion was moved, seconded, and approved by unanimous voice vote. The meeting was adjourned at 1:50 p.m.

## **SUMMARY OF ACTION ITEMS**

**ACTION ITEM:** Jill Will to prepare narrative as a follow-up to the data for the Final Performance Measures of the Apprenticeship Information Pilot Project.

**ACTION ITEM:** Dennis Graham to contact with Bill Weiss, Director of Corrections of Cowlitz County regarding PIECP marketing efforts.

**ACTION ITEM:** Dennis Graham to accompany Jill Will for meetings regarding potential apprenticeship recruitment efforts in Clark and Cowlitz Counties.

**ACTION ITEM:** Dennis Graham and Howard Yarbrough will put into action the process for getting the printing equipment or the Clark County Jail Work Center.

**ACTION ITEM:** Howard Yarbrough and Dennis Graham will provide information regarding embroidery machines for Clark County Jail Work Center.

**ACTION ITEM:** Dennis Graham to check into Clark County Jail Work Center asbestos abatement operations.

**ACTION ITEM:** Jill Will contact Ray Coleman of SCKAC regarding options for working with the sheltered workshop community.

**ACTION ITEM:** Marvin Wolff and Jill Will make contact with DOC with regard to moving JIB budget to the 600 funding at DOC.

**ACTION ITEM:** Jill Will to poll remaining Board Members regarding committee preference, send information to Marvin Wolff, who will appoint committee members.

**ACTION ITEM:** Chair Wolff appoint Marketing Committee and have the Committee finalize the text and layout of the brochure.

**ACTION ITEM:** Contact Labor member of the Board and offer a place on the Arbitration Committee.

**ACTION ITEM:** Marvin Wolff, Kenneth Kunes and Jill Will to meet with Representative O'Brien prior to interim work session.

**ACTION ITEM:** Howard Yarbrough will request that Jail Industries representatives be included in the interim work session called by Representative O'Brien.

**ACTION ITEM:** Invite Randy Loomans to attend the interim session.

**ACTION ITEM:** Marvin Wolff will obtain information on Whatcom County building rehabilitation which used union supervisors and offender labor.

**ACTION ITEM:** Sheriff Lucas to select Committee members to study the bid preference issue. The Committee will report back to the Board.